



EMBASSY OF THE UNITED STATES OF AMERICA
Position Vacancy Announcement
ANNOUNCEMENT NO: VA-11-38

<u>OPEN TO</u>	All interested and qualified candidates Current mission employees serving a probationary period are not eligible to apply.
<u>POSITION</u>	Cashier- Juba
<u>OPENING DATE</u>	Thursday: July 07, 2011
<u>CLOSING DATE</u>	Thursday: July 14, 2011
<u>WORK HOURS</u>	Full-time; 40 hour workweek
<u>GRADE/SALARY</u>	FSN-8 /16,175.00 USD

ALL APPLICANTS MUST HAVE VALID PERMISSION TO WORK IN SUDAN

The U.S. Embassy in Khartoum, Sudan is seeking qualified individuals for the position of Cashier at the Consulate General Juba.

BASIC FUNCTION OF POSITION

Incumbent serves as the Principle Class B Cashier in Embassy Juba, providing the full range of cashiering and cash management services including payment processing, collection and accommodation exchange, reconciliation of financial transactions, and service as the Representative of the US Disbursing Officer. The incumbent reports to the Financial Management Officer in Embassy Khartoum.

QUALIFICATIONS (REQUIRED)

Applicants must meet **ALL** of the following criteria to be considered for employment

- **Education:**

Bachelor's degree in Accounting, Auditing or Finance

- **Work Experience:**

Four years of progressively responsible experience in Accounting, Finance, or Budgeting work.

- **Language Proficiency (Applicants Will be tested as applicable):**

English Level IV(Fluent)
Arabic Level IV(Fluent)

- **Skills and Abilities:**

- Ability to use personal computer including keyboard and calculator is required to accurately enter data for cashier transactions;
- Ability to operate office equipment such as photocopying machines, faxes, and PCC equipment;
- Proficiency in the use of Microsoft Office applications;
- Strong organizational skills with attention to detail;
- Oral and written communication skills;
- Ability to comprehend and logically apply complicated regulations and procedures;
- Possession of excellent interpersonal relations skills essential to work directly with a variety of staff, including FSC Charleston, Embassy post

management, chiefs of sections of all serviced agencies, and the Embassy community at large.

- Ability to responsibly handle large amounts of cash and identify counterfeit bills.

SELECTION CRITERIA

- Applicants must be eligible for employment under local labor law, i.e. must have a valid Sudanese work permit if applicable.
- Management will consider nepotism, conflict of interest, budget, and visa status in determining candidacy.
- Selected candidates must pass a pre-employment medical and security clearance prior to an offer of employment.
- When fully qualified, U.S. Citizens and U.S. Veterans are given preference.

TO APPLY

All applicants must submit the following:

1. DS-174, Application for Employment available at the U.S. Embassy website http://sudan.usembassy.gov/job_opportunities.html, "Job Opportunities".
 - **ONLY Application Form DS-174 will be accepted.**
 - **DO NOT attach any additional documents.**
 - **Applications submitted on any other form, or with attachments, will NOT be considered.**
2. Completed applications must be received on or before 04:30 PM on the closing date.
 - Applications received after the closing date will not be considered.
3. Applications may be submitted as follows:
 - E-mail: KhartoumHRApplications@state.gov. Submission of applications via e-mail must include the "Vacancy Number" and "Position Title" on the subject line).
 - By Hand: Application may be delivered to U.S Embassy, Kilo 10 Suba, Khartoum - Sudan. . Application box outside Consular Entrance. Or by hand to the US Consulate, Juba addressed c/o Faustino Jadri.
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4. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application.